



UNIVERSITY OF HAWAII

Linda K. Johnsrud
Interim Vice President for Academic Planning and Policy

May 10, 2005

MEMORANDUM

TO: Interim President David McClain
and
Council of Chancellors

FROM: Linda K. Johnsrud 
Interim Vice President for Academic Planning and Policy

**SUBJECT: INFORMATION ITEM: REPORT ON SMALL UNDERGRADUATE CLASSES,
FALL 2004**

In accordance with the requirements of Executive Policy E5.207, I am forwarding the University's annual report to the President on small undergraduate classes. Reports on small undergraduate classes were submitted by UH Mānoa, UH Hilo, UH West O'ahu, and the UH Community Colleges. These reports focus on classes that are supported by state general funds and have less than ten students enrolled in a classroom mode of instruction after the campus "add" deadline.

The reports from the campuses indicate the percentage of small undergraduate classes in the UH system decreased slightly from 7.1% in 2003 to 6.0% in 2004, down about one percent (-1.1%). Enclosed you will find fall 2004 system/campus highlights and comparable data for prior years.

Questions on the enclosed report may be referred to me at 956-7075 or johnsrud@hawaii.edu. Detailed campus reports are on file and available upon request.

Enclosures

c: Vice Presidents
Council of Chief Academic Officers
Sandra Furuto

UNIVERSITY OF HAWAII' SMALL UNDERGRADUATE CLASSES, FALL 2004

Executive Policy E5.207 provides for the continued monitoring and annual reporting of small undergraduate classes using common definitions, reporting format, and policy guidelines. The fall 2004 report represents a consolidation of responses received from the Vice Chancellors for Academic Affairs of UH Mānoa, UH Hilo, and UH West O'ahu, and the Associate Vice President for Academic Affairs (UH Community Colleges).

The number and percentage of small undergraduate classes reflect adjustments for canceled/cross-listed classes and non-classroom instruction, such as practice teaching, cooperative education, and individualized instruction for which special fees are paid. Sections of a course with less than ten students are not considered small if the average enrollment per section is ten or greater.

SYSTEM SUMMARY

In fall 2004, the percentage of small undergraduate classes in the UH system decreased slightly from 7.1% in 2003 to 6.0%, down about one percent (-1.1%). Of the 7,438 total undergraduate classes offered, allowing for adjustments, the campuses report 445 undergraduate classes with fewer than 10 students enrolled. Mānoa, West O'ahu, and the Community Colleges experienced slight decreases in the percentages of small undergraduate classes and Hilo experienced a slight increase.

Policy guidelines and factors considered by campuses in authorizing small undergraduate classes include: centrality of class for majors; curricular requirements for graduation; new courses in the early stages of development; classes taught by faculty on a voluntary, non-compensated basis; and specialized courses such as topics courses, experimental courses, one-time offerings, and those taught by visiting faculty.

CAMPUS HIGHLIGHTS

- UH Mānoa reported that 167, or 5.2%, of its 3,185 fall 2004 offerings were small undergraduate classes, a decrease of 1.9% from last year. Of the eighteen units at Mānoa, eight experienced a decrease and three experienced an increase in the number of classes. The College of Languages, Linguistics and Literature, the School of Nursing and Dental Hygiene, and the College of Tropical Agriculture and Human Resources account for the bulk of Mānoa's small undergraduate classes—111 or 66%. The units with the largest proportion of small classes offered are the School of Medicine, the School of Nursing and Dental Hygiene, and the College of Arts and Sciences.
- Of the 673 classes offered at UH Hilo, 45 or 6.7% were small undergraduate classes, which reflects a 1.4% increase from the previous fall semester. The College of Agriculture, Forestry and Natural Resource Management (CAFNR) and Ka Haka 'Ula O Ke'elikolani (College of Hawaiian Language) reported the largest shares of small classes, and Arts and Sciences reported the largest number (25).
- UH West O'ahu offered 98 classes in fall 2004. The campus's share of small classes (1 or 1.0%) decreased by 2.0% compared to the previous year.
- Of the 3,482 classes offered at the UH Community Colleges, 232 or 6.7% were small classes. Four of seven campuses reported decreases, with the largest decrease occurring at Honolulu. Kaua'i experienced the largest increase at 5.0%. Overall, the Community Colleges percentage of small classes decreased 0.9% since fall 2003.

University of Hawai'i
Small Undergraduate Classes
Fall 1994 – Fall 2004

	Mānoa			Hilo			West O'ahu			Community Colleges			System		
	Total Classes	Small Classes		Total Classes	Small Classes		Total Classes	Small Classes		Total Classes	Small Classes		Total Classes	Small Classes	
		No.	%		No.	%		No.	%		No.	%		No.	%
Fall 94	2,883	172	6.0	499	44	8.8	87	3	3.4	3,710	127	3.4	7,179	346	4.8
Fall 95	2,706	119	4.4	438	33	7.5	91	9	9.9	3,601	168	4.7	6,836	329	4.8
Fall 96	2,672	164	6.1	452	44	9.7	90	6	6.7	3,455	166	4.8	6,669	380	5.7
Fall 97	2,714	169	6.2	509	65	12.8	87	6	6.9	3,379	185	5.5	6,689	425	6.4
Fall 98	2,658	126	4.7	590	71	12.0	93	3	3.2	3,379	180	5.3	6,720	380	5.7
Fall 99	2,425	117	4.8	535	61	11.4	96	7	7.3	3,517	269	7.6	6,573	454	6.9
Fall 00	2,647	199	7.5	554	47	8.5	96	12	12.5	3,420	315	9.2	6,717	573	8.5
Fall 01	2,619	225	8.6	573	41	7.2	117	13	11.1	3,479	315	9.1	6,788	594	8.8
Fall 02	2,809	262	9.3	574	48	8.4	106	5	4.7	3,531	260	7.4	7,020	575	8.2
Fall 03	2,778	196	7.1	607	32	5.3	101	3	3.0	3,469	262	7.6	6,955	493	7.1
Fall 04	3,185	167	5.2	673	45	6.7	98	1	1.0	3,482	232	6.7	7,438	445	6.0